



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

DATE: August 1, 2016
POSITION TITLE: Clerk of Court
VACANCY NUMBER: 16-22
LOCATION: Philadelphia, Pennsylvania
CLASSIFICATION LEVEL: JSP-15 – JSP-18
SALARY: \$125,454 - \$195,919
CLOSING DATE: September 30, 2016

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania, which serves more than 5 million people residing within its nine counties, seeks a dedicated and experienced administrator to be the Clerk of Court. The Clerk of Court supports the judges of the district by overseeing and leading the Court's extensive administrative and operational functions. The Clerk also assists in resolving complex and sensitive issues having a significant impact on the day-to-day functioning of the Court. The Clerk reports directly to the Chief United States District Judge and communicates regularly with the district and magistrate judges and Clerk's office staff; other court executive units; federal, state and local law enforcement agencies; the District's United States Attorney and Public Defender; the Administrative Office of the U.S. Courts, the Office of the Circuit Executive for the Third Circuit, the Federal Judicial Center; bar associations; and the media. Travel and public speaking are part of the work of the Clerk.

The Eastern District of Pennsylvania is one of the largest federal courts in the nation, with its main courthouse in Philadelphia, and satellite courthouses in Allentown, Easton and Reading. The District has 22 authorized District Judges, 14 Senior Judges, 12 Magistrate Judges, 211 judicial staff and 158 clerk's office staff.

Duties include but are not limited to:

- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court.
- Overseeing the management of the jury operations of the court and making recommendations as required to improve juror utilization.
- Overseeing the preparation of an annual budget and submitting the annual budget to the Chief Judge for approval; managing and monitoring the budget throughout the fiscal year.
- Managing staff responsible for Human Resources and overseeing the hiring, assigning, managing and disciplining of personnel, designing and managing training programs; and serving as EEO Officer for the court.
- Directing staff responsible for the court's financial functions, including purchasing, juror payments and accounting.
- Directing staff responsible for space and facilities management and planning.
- Managing staff responsible for information technology services, statistical analysis and reporting requirements, inventory control, space planning and facilities maintenance.
- Assisting the Board of Judges in the governance of the Court.

- Supervising the preparation of special studies requested by the Court and preparing statistical and narrative reports.
- Overseeing numerous public ceremonies and educational events; e.g., retreats, naturalizations and investitures.
- Working with members of the bar, the public and government agencies on a variety of issues related to the delivery of court services.

QUALIFICATIONS

Minimum Qualifications: To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of relevant experience in public service or private sector that provides the candidate with a thorough understanding of organizational, procedural and human aspects of managing an organization. At least 3 of the 10 years must have been in a position that required substantial management responsibility. The candidate should have demonstrated skill in leading, motivating and overseeing a diverse workforce and experience with the provision of court services, especially at the federal level. The candidate should have a proactive, positive approach to managing change and a creative, innovative approach to planning and problem solving in an institutional setting. The active practice of law in either the public or private sector in a position that had administrative or management responsibilities may substitute for the management experience required on a year-for-year basis. Minimum education is a B.A. or B.S. The District Clerk's Manual §1.01 Statute Establishing the Office of the Clerk requires the clerk to live within the judicial district in which the clerk is employed.

Required Experience: The candidate must be experienced in managing multiple complex tasks with competing deadlines, and have excellent communication and interpersonal skills with a wide range of persons. The candidate must be fluent in the use of technology, including mastery of Microsoft Office Suite. The candidate must be knowledgeable and experienced with the operation and maintenance of a court-based electronic case filing system.

HOW TO APPLY

1. To be assured consideration, please submit a cover letter (include vacancy number 16-22), resume, narrative statement (see below), and **completed application** (visit the court's website at www.paed.uscourts.gov to download the job application). Applications may be submitted via email to Deana_May@paed.uscourts.gov, or by mailing to the following address: Deana M. May, Human Resources Administrator, Room 2609 United States Courthouse, 601 Market Street, Philadelphia, PA 19106. Mailed applications should be marked "Confidential". All four documents must be submitted by the close of business on Friday, September 30, 2016. **Incomplete submissions may not be considered.** E-mail documents must be in Word or PDF format. Zip files and faxes will not be accepted.
2. **Applicants must also submit the following narrative statement or the application will be rejected:**

Describe (1) your abilities and work experiences that exemplify your oral and written skills, and (2) your experience managing multiple priorities and a high volume of work.

The narrative statement should be separate from the resume and cover letter, include a concise description of demonstrated experience that is directly related to the duties and responsibilities for this position, and be no more than one page in length.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, will be subject to subsequent re-investigations every five years, as well as regular performance assessments, and be required to file an annual financial disclosure report.

Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary. Interviews will likely take place in Philadelphia in October, 2016.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The successful candidate will also be required to adhere to The Code of Conduct for Judicial Employees, which is available upon request. Travel expenses and relocation expenses may be reimbursed in accordance with the Guide to Judiciary Policy. No private law or ADR practice is permitted concurrent with the position.

Interviewing Non-Citizens and Making Offers of Future Employment

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 267-299-7091. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

BENEFITS

- An opportunity to serve in a rewarding public service position, providing support to judges and helping ensure equal access to the judicial system.
- Paid vacation and sick leave; 11 paid holidays per year. Vacation is determined under the Leave Act and would begin with two (2) weeks for employees with no federal experience.
- Extensive health, life, dental, vision, disability and long term care insurance plans.
- Both a defined benefit pension plan and a matching and tax-deferred 401K plan.

- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization founded in 1922.
- The United States District Court is a smoke-free environment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER,
AND ENCOURAGES ALL QUALIFIED APPLICANTS TO APPLY**